

Minutes of the Annual Parish Council Meeting held in Carbrooke Village Hall on 10 May 2022

Present: Cllrs J Tinson (Chair), J Borrett, M Mawby, P Sampher, G Redfern, M Wormall. In attendance: N Hartley (Parish Clerk). Two members of the public.

Public Participation

A member of the public noted the Council's Budget for 2022/23 and the level of expenditure at Blenheim Grange. He noted item 11 on the meeting's agenda regarding the apportionment of the Council's reserves and requested that the Council write to each village organisation inviting grant applications from them. He noted there is no representative to Carbrooke PCC. He asked if the Council would consider a wider distribution of grants in its Budget for 2023/24 and requested a cap of 20% on a grant to any one organisation.

In response, the Council noted that the village organisations are aware of its Grants scheme and that grants are awaited from the Millennium Green Trust, Heritage Group and PCC. The Council will consider the other matters at its June meeting.

1 Election of a Chair

It was **RESOLVED** to elect Jo Tinson as Chair.

2 Election of a Vice Chair

It was **RESOLVED** to elect Graham Redfern as Vice Chair.

3 Apologies for Absence

Apologies were received from Cllr Long, who was working and Cllr Crane (Breckland Council).

4 Report from Breckland Councillor

Cllr Crane (Breckland Council) submitted the following report.

The Breckland mobile food store is launching in May. This is part of the 'Inspiring Communities' programme. Informed by data, the store will be stopping in Carbrooke at The Carbrooke Community Hub. This has been funded by Breckland Council and Norfolk Community Foundation and will be run by Kickstart. The food store will provide a way to shop for healthy food and staples at reduced prices. There will be staff on the bus to help support residents and signpost them to help with isolation, mental health, debt management etc.

Breckland council and consultancy firm Daniel Connal partnership have been awarded The Norfolk Constructing Excellence Award for Sustainability of the new temporary accommodation unit at Elm House, Thetford.

700 trees have been planted throughout the district to celebrate the Queen's Platinum Jubilee.

Refurbishment plans have been announced for the Queen Mother's garden in Dereham.

As part of the Future Breckland project, plans have been drafted for both Watton and Swaffham. Thriving people and places is a project to revitalise Breckland's 5 market towns.

The grant window is now open for match funding up to £5,000. Any project must align with Breckland Councils Inspiring Communities outcomes which are:

- Lead the recovery from Covid19
- Address vulnerability and work with the most disadvantaged members of our community to improve life outcomes.
- To enhance the health and wellbeing of Breckland's residents providing excellent leisure facilities and activities.

5 Declarations of Interest

Cllrs Sampher and Wormald declared an interest in any matters relating to Blenheim Grange and the Community Hub.

6 Minutes

It was **RESOLVED** to approve and sign the minutes of the meeting held on 12 April 2022 as a true and accurate record.

7 Matters Arising

It was noted that the removal of the benches and bins from beside the two war memorials at Blenheim Grange has significantly reduced the amount of litter at each site.

8 Planning

8.1 Breckland Council decisions

5 Mill Lane,
First floor front extension

3PL/2022/0284/HOU
Approved

Summer Lane Kennels, Summer Lane

3PL/2022/0022/F

Five residential caravans, including a sewage plant and grass area off an existing access Refused

1 Church Street 3PL/2022/0359/HOU
Single storey side and rear extension, and new front porch Approved

Norfolk County Council, Carbrooke Quarry, Summer Lane 3CM/2022/0009/CM
FUL/2022/0011 Restoration of quarry to agriculture with enhances landscaping using inert materials and use of existing Summer Lane access for mineral related HGV movements Approved

Norfolk County Council, Carbrooke Quarry, Summer Lane 3CM/2022/0010/CM
FUL/2022/0012 To extend operations for a further 8 years until 9 August 2027 to vary conditions 1,2,10,13 & 14, to allow for amended phasing landscaping planting restoration and aftercare proposals and associated details (3CM/2018/0005/CM) Approved

8.2 Application considered

Mick George Ltd, Carbrooke Quarry, land off Summer Lane FUL/2022/0013
Variation of conditions 1,3 & 7 of Permission ref C/3/2014/3020 to improve the quality of the restored landform and enhance habitat diversification No objection

9 Finance

9.1 The Council approved the following payments to be made in accordance with the budget:-

Veolia, waste collection from Community Cabin, £34.34
N Hartley, clerk's salary, £710.33
Mansfield Fencing, install dog bins and posts at Blenheim Grange, put bin and bench from War Memorial into storage, £665
N Hartley, reimbursement for Microsoft subscription for Council laptop, £59.99
BT, phone/internet at Community Hub, £233.79
P Arrowsmith, services provided to Community Hub, £486
L Howard, reimbursement for coffee and hardware for Community Hub, £16.14
L Fox, reimbursement for soft play equipment for Community Hub, £622.49
S Arrowsmith, reimbursement for Hub laptop, mouse and protective bag, £275.42
L Howard, reimbursement for cleaning supplies for the Hub from Breckland Hygiene & Industrial Supplies Ltd, £236.59
PPLPRS, music licence for the Community Hub, £139.20
British Gas, gas bill for Community Hub, £186.49

9.2 The Council approved the following payment to be made from the Commuted Sum:-

Jemco, signs to protect access to open space areas at Blenheim Grange, £188.70

9.3 The following payments had been received:-

Breckland Council, part precept, £25,000
Carbrooke Community Hub, income from hire of facilities and coffee mornings,
£738.73 (cash)

10 Council's Unaudited Accounts

It was **RESOLVED** to accept the Council's unaudited accounts to the year ending 31 March 2022.

11 Apportionment of the Council's Reserves

The Council considered earmarking its reserves from the financial year to 31 March 2022. The following have previously been agreed:-

£5,500 for safety surfacing under the 5 a side goals at Blenheim Grange
£1,100 for a basket swing in the Blenheim Grange play area
£500 to repoint the American War Memorial
£500 for the Queen's Jubilee.

The Council considered earmarking additional funds toward repairing the potholes in the Village Hall car park and reshingling the whole of the car park; two solar lights in the Village Hall car park; a new solar light by the power substation at Blenheim Grange; resurfacing the path into the play area at Blenheim Grange.

The following decisions were taken.

12 Village Hall Car Park Maintenance

It was **RESOLVED** to fill in the potholes and reshingle the Village Hall car park (with additional shingle donated by Mick George Ltd).

13 Lights in Village Hall Car Park

It was **RESOLVED** to install two solar lights in the Village Hall car park to improve security.

14 Resurfacing the Path into the Blenheim Grange Play Area

It was **RESOLVED** to resurface the path into the play area as the condition of the path had been highlighted by the inspector in a previous play area report.

15 Request for a light on the path near the power substation

It was **RESOLVED** to carry this forward to a meeting later in the year when the Council will be able to assess its available funds.

16 Approve and complete the Annual Return

It was **RESOLVED** to approve and sign the Annual Return.

17 Appointment of an Internal Control Officer

It was **RESOLVED** to appoint Cllr Sampher as the Council's Internal Control Officer.

18 Appointment of a Budget Sub committee

It was **RESOLVED** to appoint Cllrs Long, Mawby, Redfern and Sampher to the Council's Budget Sub committee.

19 Appointment of a Staff Committee

It was **RESOLVED** to appoint Cllrs Tinson and Sampher to the Council's Staff Committee.

20 Appointment of a Council representative to the Blenheim Grange Residents Association

It was **RESOLVED** to appoint Cllr Long as the Council's representative to Blenheim Grange Residents Association.

21 Appointment of a Council representative to the Millennium Green Trust

It was **RESOLVED** to appoint Cllr Redfern as the Council's representative to the Millennium Green Trust.

22 Appointment of a Council representative to Carbrooke Village Hall

It was **RESOLVED** to appoint Cllr Mawby as the Council's representative to Carbrooke Village Hall.

23 Appointment of a Council representative to the Community Hub

It was **RESOLVED** to appoint Cllr Sampher as the Council's representative to the Community Hub.

24 Appointment of a Council representative to Carbrooke Academy

It was **RESOLVED** to appoint Cllr Long as the Council's representative to Carbrooke Academy.

It was noted that the Jubilee mugs from the Parish Council had been delivered to the school. Cllr Mawby offered to help with promotional photographs.

25 Appointment of a Council representative to Carbrooke Fuel Allotment Charity

It was **RESOLVED** to appoint Cllr Borrett as the Council's representative to Carbrooke Fuel Allotment Charity.

26 Proposal for a Parish Newsletter

Cllr Borrett proposed a parish newsletter funded by advertising revenue. It was **RESOLVED** to conduct a survey to assess the interest in a newsletter.

27 Update on the Community Hub

Cllr Sampher said he had been approached by Buckingham Lodge asking if the Hub could be used as a centre in case of emergencies. It was **RESOLVED** that the Parish Council cannot commit to this.

Cllr Sampher requested a new Parish Council member on the Hub Committee to replace Cllr Long, who has stepped down due to her work commitments. It was **RESOLVED** to appoint Cllr Mawby.

Cllr Sampher noted there will be a Summer Fete on 28 August. He noted the Hub is still waiting for the new bank account to be opened. He thanked Pam Arrowsmith for all her work and said she has been a big asset to the building.

28 Proposal regarding traffic speeds at Norwich Road near the mini roundabout off Blenheim Grange

Cllr Mawby requested traffic calming measures at the mini roundabout at Norwich Road/Lancaster Avenue. It was **RESOLVED** to write to Norfolk County Council.

29 Update on the road adoptions at Blenheim Grange

The consortium had advised the Council that the road adoptions are progressing, but progress is slow. An inspection date for the completion of the street lighting is awaited. The Section37 Adoption plan has been sent to Norfolk County Council and requires some amendments.

30 Stirling Road Fence

The Council had received a request from a resident regarding broken knee rail fencing near their property. It was **RESOLVED** to remove the fencing and posts.

31 Items for inclusion in the next agenda

Update on the proposed newsletter.

Appointment of a representative to Carbrooke PCC.

The use of the Council's bin by its contractor for flytips.

32 Next meeting

The next meeting of the Parish Council will be on June 14 in the Village Hall

There being no further business, the meeting was closed at 8.35pm.